Position: Adult Education Instructor (11-Month, Grant Funded)

Savannah Technical College is seeking faculty for the Adult Education Program. The vacancy is anticipated at the Savannah Campus, but may also require working at any Savannah Technical College campus to accommodate business needs. Positions are grant funded, and contingent upon receipt of funding. Adult Education Instructors currently work an 11-month schedule, with June being the customary off month. Instructors must display a high level of effort and commitment to performing work assignments, operate effectively within the organizational structure, and demonstrate trustworthiness and responsible behavior.

Adult Education Instructors are responsible for the following duties (this list is not intended to be exhaustive):

- Instructing students, developing lesson plans, goals, and objectives;
- Evaluating students’ progress in attaining goals and objectives;
- Ensuring student learning outcomes are attained and appropriately recorded;
- Requesting and maintaining supplies and equipment;
- Preparing and maintaining all required documentation and administrative reports;
- Maintaining knowledge of current trends and developments in the field by attending staff development training, workshops, seminars, and conferences;
- Ensuring safety and security requirements are met in the classroom;
- Advising students;
- Meeting with students, staff, and other educators to discuss instructional programs and other issues impacting student progress;

Duties include a flexible schedule of lecture, advisement, and registration. Successful candidate must be willing to work split teaching shifts that might require split teaching days. May be required to manage and recruit adjunct instructors.

Minimum Qualifications

- Completion of a Bachelors degree from an accredited college or university, preferably in education or a related field.
- Two to three years’ teaching experience in a post-secondary environment.
- Documented excellent human-relations, interpersonal skills, and strong verbal and written communication skills.
- Proficient in the use of Microsoft Office, particularly, Word, Excel, and Outlook.

Preferred Qualifications

- Master’s Degree from an accredited college or university, preferably in Education or a related field.
- Five years’ teaching experience in a post-secondary environment.
- Active participation in appropriate professional/occupational organizations.
- Experience in project management and networking with others.
- Intermediate to advanced skills in the use of Microsoft Excel.

Physical Demands

The employee occasionally lifts or moves objects of a light to medium weight. The ability to speak, hear, and understand at a normal conversational level is required. Work is typically performed in a classroom environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion is required for data entry purposes.

Salary/Benefits

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

Application Deadline

For best consideration, applications should be received by July 25, 2012. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannatech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law).

Invitation to Self-Identify: For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Candidates may be required to submit a valid Driver’s License, proof of insurability, and/or a driver’s history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.